

**SECRET****2-Way Memo**

Subject: Verification of Users of the VM System

**INSTRUCTIONS**

Use routing symbols whenever possible.

SENDER (*Originator of message*):

Use brief, informal language.

Conserve space.

Forward original and one copy.

RECEIVER (*Replier to message*):

Reply below the message, keep one copy, return one copy.

DATE OF MESSAGE	ROUTING SYMBOL
2/23/81	
SIGNATURE OF ORIGINATOR	
TITLE OF ORIGINATOR	

FOLD

FOLD

INITIAL MESSAGE

Bernie:

Attached are the changes that need to be made for verification of users of the VM system for O/D/ODP, MS/ODP and AS/ODP. If you have any questions you can contact me on [redacted]

25X1

J25X1

REPLY MESSAGE

--

To :

→

**SECRET**

DATE OF REPLY	ROUTING SYMBOL
SIGNATURE OF REPLIER	
TITLE OF REPLIER	

This Document becomes UNCLASSIFIED  
when separated from attachment.

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3. TO BE RETAINED BY ORIGINATOR (*Reiever*)OPTIONAL FORM 27 (Rev. 7-77)  
GSA FPMR (41 CFR) 101-11.6

25X1

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Carol -  
At your convenience, please take care of this  
Please  
See

ODP-81-126  
29 January 1981

MEMORANDUM FOR: ADP Control Officers

25X1 FROM :  Security Officer, ODP

SUBJECT : Verification of Users of the VM System

1. Attached to this memorandum is a listing of personnel from your component with current access to the VM system.
2. A password change is scheduled to be undertaken in the very near future. Past experience with password changes had indicated that this listing may include individuals who have either resigned, retired, transferred or who are now performing duties which do not require access to the VM system. Your assistance in verifying the accuracy of the attached listing will help to reduce the administrative overhead associated with such a change.

3. Please review the attached list and report any discrepancies to [redacted] Customer Services Staff, ODP, GA-0507, extension [redacted] in writing by 6 March 1981. You may use the attached listing to delete or update. For any additional information, please contact me on extension [redacted]

25x1

Att: a/s

25X1

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